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D/CL

1 July 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 1 July 1983

1. Progress reports on tasks assigned by DCI/DDCI:

None pending.

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2. Items/events of interest:

b. The first running of the Agency Orientation and Office Procedures Course was conducted 16 - 24 June with [redacted] and one was an "internal" employee from the Office of Training and Education). During 27 - 29 June 14 of these students attended the follow-up Fundamentals of Word Processing Course.

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c. On 5 July, a two-week Spanish Survival Course will be initiated in the Chamber of Commerce Building for [redacted] students. This two-week course has been established to meet the substantial demand for "crash" Spanish training.

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h. Software enhancements made in April to the Automatic Printing and Reproduction System (APARS) has permitted all categories of messages to be sent electrically to the four remote APARS units located in the Directorate of Operation's registries. This has dramatically reduced the need for manual processing of traffic by the Cable Secretariat Branch leading to an 89 percent reduction in overtime.

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1. The Deputy Director for Administration (DDA) is meeting with Maj. General Schuyler Bissell, USAF, Acting Director, DIA, at the Pentagon to discuss the SAFE Project.

3. Significant activities anticipated during the coming week:

The DDA will address the Summer Fellows at Headquarters on 8 July.

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EO/DDA

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Harry E. Fitzwater

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